

## I. Contract Overview

Reference Number:	<b>TOR-VNM-2024-005</b> (Please refer to this number in the application)
Consultancy Title:	National Copy-Editor for the Women, Peace, and Security Program
Location:	Home-based
Travel:	No travel required
Practice Area:	Gender Equality, Women, Peace and Security, Cybersecurity
Category (Eligible applicants):	External
Post Type and Level:	National Consultant (Vietnamese only) VNM2 (UN-EU Cost Norm 2022) <sup>1</sup>
Starting Date:	Tentatively on 8th April 2024
Duration of Contract:	April - August 2024

## II. Consultancy Assignment

### 1. Background/Context

#### UN Women

The United Nations Entity for Gender Equality and the empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Viet Nam, UN Women contributes to the development objectives of Viet Nam's Socio-Economic Development Plan and the National Strategy for Gender Equality. Its Country Strategy Note for 2022-2026 is aligned to the UN Sustainable Development Cooperation Framework (CF) 2022-2026 and is focused on supporting Viet Nam's fulfilment of Gender Equality commitments under The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and the promise of the 2030 Sustainable Development Agenda to "leave no one behind". The key priorities of UN Women in the 2022-2026 period are:

- (i) By 2026, people in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to safer and cleaner environment resulting from Viet Nam's effective and gender responsive mitigation and adaptation to climate change, disaster risk reduction and resilience building, promotion of circular economy, the provision of clean and renewable energy, and the sustainable management of natural resources.
- (ii) By 2026, people in Viet Nam, especially those at risk of being left behind, will contribute to and benefit equitably from more sustainable, inclusive and gender-responsive economic transformation based on innovation, entrepreneurship, enhanced productivity, competitiveness, and decent work.
- (iii) By 2026, people in Viet Nam, especially those at risk of being left behind, will have benefited from and have contributed to a more just, safe and inclusive society based on improved governance, more responsive institutions, strengthened rule of law and the protection of and respect for human rights, gender equality, and freedom from all forms of violence and discrimination in line with international standards.

<sup>1</sup> [https://www.eeas.europa.eu/sites/default/files/documents/Signed\\_2022\\_UN-EU\\_Cost\\_Norms\\_9\\_MAR\\_2022\\_ENG.pdf](https://www.eeas.europa.eu/sites/default/files/documents/Signed_2022_UN-EU_Cost_Norms_9_MAR_2022_ENG.pdf)

The Women, Peace, and Security (WPS) agenda was first formalized by the UN Security Council through Resolution 1325 (2000) (UNSCR 1325) and then with the subsequent 9 Resolutions that affirmed the critical roles of women in the prevention and resolution of conflicts and peacebuilding initiatives. For more information about the WPS Agenda, the WPS situation in ASEAN and in Viet Nam, and the ASEAN Regional Plan of Action on WPS, please view the link below:

- <https://www.unwomen.org/en/news-stories/in-focus/2022/10/in-focus-women-peace-and-security>
- <https://asean.org/wp-content/uploads/2021/03/ASEAN-WPS-Study-01082021.pdf>
- <https://asiapacific.unwomen.org/sites/default/files/2022-12/FINAL-UN%20Women-NAP%20WPS-VietNam-Report-Dec2022.pdf>
- <https://asean.org/wp-content/uploads/2022/11/32-ASEAN-Regional-Plan-of-Action-on-Women-Peace-and-Security.pdf>
- <https://asiapacific.unwomen.org/sites/default/files/2023-02/ap-wps-230123BLS22555-Cybersecurity-programme-brief-v06.pdf>
- <https://asiapacific.unwomen.org/sites/default/files/2022-09/ap-Advocacy-Brief-Peace-and-Cybersecurity-v03.pdf>
- [https://asiapacific.unwomen.org/sites/default/files/2023-03/ap-gps-Brief\\_WPS.pdf](https://asiapacific.unwomen.org/sites/default/files/2023-03/ap-gps-Brief_WPS.pdf)

#### **UN Women's Programmes on Women, Peace, and Security (WPS), Governance Peace and Security, and Cybersecurity.**

- **The UN-ASEAN WPS Programme (2021-2025)**, titled "Empowering Women for Sustainable Peace: Preventing Violence and Promoting Social Cohesion in ASEAN," is the first of its kind in the region, funded by the Government of Canada, the Government of Korea, and the Government of the United Kingdom and Ireland. The programme aims to advance the implementation of the Women, Peace, and Security (WPS) Agenda for four ASEAN member states: Vietnam, Thailand, Indonesia, and the Philippines. The programme has four outcomes, with three focused on the regional level and one at the country level. It aims to support ASEAN in creating a Regional Action Plan on WPS (WPS RAP) and becoming a knowledge hub on WPS, leading the advancement of the WPS agenda in Southeast Asia to promote a cohesive, peaceful, and secure region. In Vietnam, the ASEAN WPS programme provides technical assistance to develop a National Action Plan (NAP) on Women, Peace, and Security (WPS). It aims to build capacity and knowledge on WPS across relevant government agencies and society to further advance the implementation of the WPS Agenda, mainstream it into the relevant normative frameworks, and raise awareness among the public on the WPS Agenda, non-traditional security issues, and the application of the WPS lens (prevention, protection, participation, relief, and recovery) in WPS-related policies, programs, and activities.
- **The Programme on Cybersecurity (2022-2024)** is funded by the Governments of Australia (under the Cyber and Critical Tech Cooperation Program) and the Republic of Korea. The project has a regional focus on Southeast Asia but supports national-level activities in Viet Nam, Thailand, and the Philippines. It uses the four pillars of the WPS agenda – participation, protection, prevention, and peacebuilding - to understand and address matters related to women's engagement in the digital world, to advocate for the increased participation of women in digital decision-making, and to inform policy makers of gender-inclusive cyber frameworks that respond to the unique security needs and priorities of women and girls in cyberspace. In Viet Nam, UN Women focuses on raising awareness on cybersecurity and the participation and protection of women and girls in this sector, including in Artificial Intelligence development and utility.
- **The Governance, Peace, and Security (2023-2027)** program provides support to collaborations and partnerships among Asia Pacific region's state actors and women's organizations and movements that work to advance WPS commitments. Recognizing the specific expertise and needs of young women peacebuilders, UN Women provides tailored support that enhances their opportunities to become changemakers and leaders, to mobilize and network. Aiming to address persistent obstacles to gender equality and emerging security challenges, UN Women has identified priority areas of action to advance the WPS Agenda in the Asia and the Pacific region in the coming years, including: National Action Plan on WPS development and implementation, conflict prevention, emerging non-traditional security issues, building peace and resilience, inclusive governance with equal participation of women and girls in leadership and decision-making and to ensure that they benefit from gender-responsive governance in the region, gender-responsive and inclusive laws, including fiscal laws, promoting women's leadership, gender-responsive, people-centered access to justice, data and evidence: Generate and disseminate data and evidence to inform policies, programming and advocacy, including on gender-responsive budgeting, women's political participation, transparency and integrity. In Viet Nam, the programme supports the development and implementation of the first Viet Nam's National Action Plan on Women, Peace and Security, and the empowerment of women in political and governance positions.

As defined by the UN Women’s Knowledge Management Guideline 2018, the knowledge products are artifacts of information, consolidating knowledge on a specific topic so that it can be shared with other people. In the process of developing a knowledge product, implicit knowledge, information, and data are made available to other interested people without intermediation. Knowledge products can support building institutional memory. Types of knowledge products at UN Women include programming guidance, research and evaluation reports, flagship reports, policy briefs and capacity development modules, among others, and they can be packaged in different formats (publications, infographics, interactive tools, eLearning courses, etc.). Knowledge management at the UN Women is one of the keys for enhancing organizational effectiveness and optimizing resource mobilization opportunities. Guided by global norms and frameworks for gender equality and based on evidence provided by research and analysis, cutting-edge policy guidance is developed that in turn feeds into programme development and implementation. Results and learning from programme experience must then be consolidated into capacity development modules to be used globally and in country offices to strengthen the capacities of partners and stakeholders. Evaluations and documentation of experiences provide important lessons that feed back into the cycle. Practice on the ground and cutting-edge research can in turn lead to innovations in agenda-setting and normative frameworks. UN Women produces a very large number of knowledge products at headquarters and at the regional and national level. This represents a significant investment of human and financial resources. However, not all knowledge products undergo adequate quality assurance. This has led to inconsistency in the quality of the products, which represents a reputational risk for the organization<sup>2</sup>.

UN Women’s Guidance Note for developing Knowledge Products<sup>3</sup> provides the Quality assurance standards including Relevant, Evidence-based, Timely, Authoritative, Compelling, Consistent, and Influential. A product, whether a documented practices, a translation of a product into national language, a study or research report, etc. should be of high quality, and follow the above-mentioned standards.

The Guidance Note also indicated that, depending on the type of knowledge product, editing may entail structural editing and line editing, but will always require copyediting and proofreading. editorial revisions of all UN Women knowledge products must ensure the following:

- Validation of any politically sensitive terminology (e.g., correct use of country names as per the UN conventions)
- Checking that the language is gender-sensitive and gender-inclusive.
- Adherence to the UN Women editorial guidelines, including consistency of citations, and referring to the UN editorial manual for country names etc.

UN Women is therefore seeking a consultant to do the copy editing and proof reading of 5 documents (in Vietnamese) with the total of pages of around 350 to 400 pages to make sure they are adhered to the UN Women editorial guidelines, including consistency of citations, and referring to the UN editorial manual, are gender sensitive and inclusive. The contract period is from April to August 2024.

## 2. Description of Responsibilities/ Scope of Work

The successful performance of the incumbent will effectively contribute to the development of quality projects/programmes reports. In particular, the consultant is expected to carry out the following functions and activities:

- Review and read related UN Women’s documents, strategic notes, knowledge management guidelines, branding guidelines, etc. of the UN Women and of the above mentioned WPS programmes.
- Do the followings:
  - Copyediting and proofreading including
  - Correct spelling mistakes, and typos and reflect appropriate usage of words with correct grammar and syntax.
  - Ensure consistent style and formatting throughout the document.
  - Ensure correct use of Vietnamese while maintaining the authors’ writing style.
  - Ensure coherence and consistency in writing.

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<https://unwomen.sharepoint.com/management/LF/Repository/Knowledge%20Management%20Strategy%20 English.pdf#search=knowledge%20management>

<sup>3</sup> [Guidance Note on Developing Knowledge Products.pdf \(sharepoint.com\)](#)

- Ensure consistent font (s) – as relevant to headings and text, make sure the consistent use of italicized and bolded words, appropriate positioning and numbering of boxes, figures, and tables.
- Ensure all footnotes, sources, and references are complete and consistent.
- Thoroughly review the documents for branding, knowledge management, terminologies, etc. per UN Women related Guidelines.
- Make sure complete tables of Contents and Acronyms.
- Proofread designed layout files to ensure completeness.

### 3. Deliverables

Deliverable	Expected completion time (due day)	Payment Schedule	% of total Amount
1 - Localization Toolkit and guideline for the Regional Plan of Action on WPS (23,584 words)	April 19 2024	May 30 2024	100 %
2 - Module_1 - Cybersecurity Vietnamese – (10134 words)	May 1 2024		
2 - Module_2_Cybersecurity Vietnamese – (12094 words)	May 1 2024		
2 - Module_3_Cybersecurity Vietnamese – (5454) words	May 1 2024		
2 - Module_4_Cybersecurity Vietnamese – (9073 words)	May 1 2024		
3. Training on AI and the WPS UN Women_ Cybersecurity Vietnamese – (7218) words	May 1 2024		
4 - NAP WPS development steps Infographic Vietnamese – (528) words	April 19 2024		
5 - Báo cáo phân tích giới – (23,826 words)	April 26 2024		
6 - Handbook on cybersecurity – (29718 words)	May 1 2024		

### 4. Consultant's Workplace and Official Travel

The Copy Editor will work home-based, and no travel required during the assignemnt.

### III. Competencies

#### Core Values:

- Respect for Diversity
- Integrity
- Professionalism

#### Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<https://www.unwomen.org/en/about-us/employment/application-process# Values>

#### FUNCTIONAL COMPETENCIES:

- Excellent analytical, coordination and communication capabilities to senior level of leadership and management, at the same time is competent to work in a participatory and inclusive manner.
- Distinctive competence in consulting and communication skills, as well as the ability to work independently and with diverse and complex team composition (the Drafting Team)

### IV. Required Qualifications

#### Education and Certification:

- Graduate studies and/or specializations in development, gender equality, public administration and/or public policies, Politics, Human Rights is required.
- Master degree's in political science, International Relations, Human Rights, Development Studies or other related areas with five additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Experience:

- At least 3 consecutive years of experience and knowledge in copy editing, proof reading, etc. with the UN work philosophies, and UN Women's work programmes and with other related international organization (World Bank, ADB, EU, INGOs, etc.), research academies or universities.
- Familiarity with the WPS Agenda and emerging issues related to women, peace, security, governance, and cybersecurity.
- Previous similar experiences with United Nations Agencies and/or International Organizations, regional organizations desirable.

#### Languages:

- Vietnamese is a native language.
- Fluency in English (oral and written)

### V. Criteria for Evaluation

Evaluation criteria (according to profile - professional requirements)	Points
1. Master's degree in political science, International Relations, Human Rights, Development Studies or other related areas with five additional years of qualifying experience may be accepted in lieu of the advanced university degree.	25
2. At least 3 consecutive years' experience and knowledge in copy editing, with the UN work philosophies, and UN Women's work programmes and with other related international organization (World Bank, ADB, EU, INGOs, etc.), research academies or universities.	30
3. Familiarity with the WPS Agenda and emerging issues related to women, peace, security, governance, and cybersecurity.	30
4. Proficiency in oral and written English.	15
<b>TOTAL</b>	<b>100</b>

## VI. How to Apply

Interested candidates are requested to submit electronic applications no later than April 2<sup>nd</sup>, 2024, Hanoi time.

Submission package with email title **[TOR-VNM-2024-005 - Full Name]** needs to send to email: [hr.vietnam@unwomen.org](mailto:hr.vietnam@unwomen.org)

1. Updated CV.
2. A letter of interest in which clearly indicate the number of working days to complete the work with *6 above documents*\*.
3. Personal History Form (P11). The P11 Form can be downloaded from the following website:  
<https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc>

\* Applicants interested in applying for this TOR and wishing to view the documents can contact via [hr.vietnam@unwomen.org](mailto:hr.vietnam@unwomen.org)

**\* Documents required before contract signing:**

- Copy of Passport/National ID
- Education Certificates
- Copy of health insurance card
- The medical statement from the physician certifying good health to work and travel. (This is not a requirement for RLA contracts).
- Completed UNDSS BSAFE online training course.  
EN: <https://agora.unicef.org/course/info.php?id=17891>
- Release letter in case the selected expert is a government official.

**\* Regarding application submission:**

- Applications received incomplete or after the closing date will not be considered.
- Only successful applicants will be contacted to be advised of the next phase of the recruitment process.
- All applications will be treated in the strictest confidence.

At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.

If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to UN Women's policies and procedures and the standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.)